

SCHOOL EVACUATION OFF-SITE PROCEDURES

If there is a need to evacuate students off-site:

1. Bus transportation will be utilized as a first priority.
2. An automated telephone emergency notification system as well as TV and radio stations will provide information regarding evacuation.
3. If parents are able to come to the evacuation site:
 - Park only in designated areas.
 - Enter the building through the primary entrance or if closed, go to the Exit Gate (posted signs will direct you).
 - Check in with school officials and provide a photo ID.
 - Staff will unite you with your child(ren).
 - Promptly leave the evacuation site to expedite dismissal of all students.

PARENTS' TO DO LIST

1. Know your child(ren)'s:

Bus No. _____

Classroom No. _____

Teacher(s) Name _____

Vehicle/license No. _____

2. When you go to a school always bring a photo ID.
3. Provide your child(ren)'s school with up-to-date telephone numbers (cell, home, work).
4. Provide the school with current medical information about your child(ren).
5. In case you are not home, practice how your child(ren) will access home (key, neighbor).
6. Share this plan with two individuals listed on your child(ren)'s emergency card.

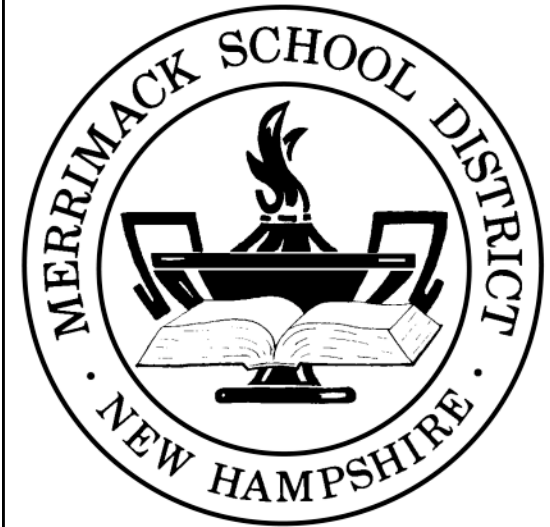
Name _____

Phone # _____

Name _____

Phone # _____

It is recommended that parents review the information in this guide with their child(ren).



A Parents' Guide to **EMERGENCY MANAGEMENT**

for the
**Merrimack School
District**

PLEASE POST

September 2010

**EMERGENCY
MANAGEMENT
PROCEDURES
EMPLOYED BY THE
MERRIMACK SCHOOL
DISTRICT**

Merrimack staff and students practice a variety of emergency procedures throughout the school year.

They include but are not limited to:

School Evacuation

(Fire and hazardous spill in the building)

Shelter In Place

(Smoke, noxious odor, hazardous spill outside the building)

Lockdown

(Intruder inside/outside the building)

Drop, Cover, and Hold

(Gunfire, earthquake, tornado, explosion)

Schools also have procedures in place to deal with medical emergencies, power failures, and missing students.

Merrimack Fire, Police, and School officials meet regularly to plan and conduct emergency drills.

**EMERGENCY
PROTOCOL**

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

Remain calm

The school district will utilize an automated emergency telephone notification system to inform parents about the situation.

DO NOT call the school, police, or fire department. It is important to

keep home, school, and emergency lines open so that officials can respond fully to the emergency.

Listen to local radio and TV stations.

On-Line Sites:

Merrimack School District

www.merrimack.k12.nh.us

Nashua Telegraph

www.nashuatelegraph.com

Merrimack Fire Department

www.merrimacknh.gov/fire

Merrimack Police Department

www.merrimacknh.gov/police

TV Stations:

WMUR - Channel 9

WCVB - Channel 5

WBZ - Channel 4

Radio Stations:

WZID (95.7 FM)

WGIR (101.1 FM) (610 AM)

**SCHOOL EVACUATION
PROTOCOL**

Although it is unlikely that a school will need to evacuate off-site, it remains a possibility should an emergency situation warrant such a decision.

The Superintendent of Schools will make a determination whether to send students home or evacuate to another safe and secure location after conferring with fire and police.

The school district's automated telephone emergency notification system will provide parents with pertinent information.

Follow broadcasted pick-up procedures at an evacuation site if no bus transportation is available.

Please provide current telephone numbers to your child(ren)'s school.

The primary consideration in all emergencies is the safety of students.